

SUBJECT: (Optional)

Dual Benefits Policy Proposals

FROM:

Chairman, TPC
615 Key Bldg.

EXTENSION

NO.

ADPP 39-81

DATE

16 October 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OP/P&E 1006 Ames Bldg
ATTN:

10/16

10/20

i

1. For approval signature or disapproval, with reasons, and return by 23 Oct '81.

2.

3.

4. OF/AD/PP 615 Key Bldg
ATTN:

10/23/81

4. For signature.

5.

6.

7. SSA/DDA 7D10 HQs
ATTN:

27 Oct 81

Q

7. Note: Changes made, per TPC at meeting 10/15/81, in paragraphs 2, 3a, 3e and 3i.

8.

9.

10. DDA 7D24 HQs

10. For approval.

11.

12.

13. OF/AD/PP
615 Key Bldg

14.

15.

HAND CARRY

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MEMORANDUM FOR: [REDACTED]
Deputy Director for Administration

STAT

FROM: [REDACTED]
Chairman, Agency Travel Policy Committee

SUBJECT: (Dual Benefits) Travel, Transportation, and
Allowance Entitlements for Agency Employees
Who are Husband and Wife

1. This memorandum contains a proposal for your approval.
The proposal is contained in paragraph 5, below.

2. The Travel Policy Committee has considered the problem of granting dual benefits covering travel and allowances for two married full-time employees. The current Agency policy is to base benefits at the with-family rate for the senior member. This policy, while administratively convenient, has the effect of reducing the role of one employee to that of a "spouse" and fails to provide recognition of their employee status. A review of the allowances applicable to Permanent Change of Station (PCS) travel has been made, and it is felt that the allowances may be modified to rectify this situation. Full entitlements will be granted; however, because of the structure of the allowance system, certain benefits must be necessarily restricted to eliminate duplication. The proposals contained herein would provide recognition of the status of both employees and safeguard the interests of the Government.

3. The subparagraphs below represent statements of policy which, with your approval, would be incorporated into Agency regulations.

a. APPLICABILITY. Two married, full-time staff or contract employees, assigned PCS to the same post to fill existing Agency positions, shall individually be authorized allowances listed below without regard to marital status except as noted.

b. GENERAL TRAVEL ALLOWANCES. These employees shall be authorized travel, transportation, per diem, and related travel entitlements without regard to their marital status except that (1) duplicate payments shall not be allowed, e.g., two payments to ship one POV, and (2) where married employees travel together by POV during a PCS transfer, home leave or retirement travel, one of the employees shall have his/her per diem allowances reduced to three-quarters of the rate for an employee.

c. TEMPORARY LODGING ALLOWANCE. Each employee shall be authorized a basic allowance for temporary lodging. Dependents,

if any, may be added to the authorization of either employee at the appropriate rates. Occupancy of separate temporary quarters or during different time frames must be explained and justified to the approving officer. Reimbursements shall not exceed actual costs.

d. AIR FREIGHT. Each employee shall be authorized the full allowance for the shipment of air freight. Dependents, if any, may be added to the authorization of either employee but not to that of both.

e. HOUSEHOLD EFFECTS SHIPMENT. Each employee, in his/her own right, shall be authorized an allowance for shipping and storing household effects. Since both married and single employees ship, for example, only one set of furniture, the allowance for two married full-time employees has been fixed to avoid duplicative payments. Thus if both employees claim an allowance, the maximum combined allowance will not be twice the allowance for a single employee. Rather, the maximum combined allowance will be determined by adding to the "+1 Dep" allowance 50 percent of the difference between the employee allowance and the "+1 Dep" allowance. The employee allowance will be based on the grade of the higher-graded employee. An additional 500 pounds of household effects may be shipped or stored for each dependent over one. (See attachment for new household effects shipping and storage allowances.)

f. POV SHIPMENT. The designated authorizing officials shall authorize each employee the shipment of one POV.

g. MISCELLANEOUS EXPENSE ALLOWANCE. Each employee shall be authorized an allowance for miscellaneous expenses during a PCS move at the "without family" rate. Should one employee elect to itemize his claim for miscellaneous expenses, the other employee must also itemize.

h. HOUSING ALLOWANCE. Each employee shall be authorized an individual allowance at the "without family" rate for their grade. The maximum allowance rate may be increased by the authorized amount for dependents, if any; however, the determination of eligible dependents shall not include either employee. Chiefs of Station or housing officers may establish a lesser Living Quarters Allowance when warranted to ensure consistency with cover or other administrative considerations. If both of the married employees receive a housing allowance, neither will be authorized a supplemental living quarters allowance.

i. HOME LEAVE TRAVEL. Each employee, except foreign nationals, shall designate an individual home leave point and shall be authorized normal travel allowances to and from such location between assignments overseas. If separate home leave points are designated by two married employees, neither shall be reimbursed for expenses incurred in traveling beyond their own

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designated point. Dependents, if any, shall be authorized travel to the home leave point of either employee but not to both.

4. Benefits for full-time contract employees, who are hired in the field, will be included in the contract proposal to be approved at headquarters.

5. Your approval is requested to incorporate the policies contained in paragraph 3, above, into Agency regulations.

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Att

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Appro

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Date 10-27-81

Disapproved

Date _____

Deputy Director for Administration

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Attachment

	<u>Combined Shipment and Storage</u>			<u>Limited Shipment</u>		
	(figures in pounds)					
<u>Grade</u>	<u>Employee</u>	<u>+1 Dep</u>	<u>2 Emp</u>	<u>Employee</u>	<u>+1 Dep</u>	<u>2 Emp</u>
ALL SIS &						
GS 14-15	7,500	12,000	14,250	3,000	4,800	5,700
Gs 1-13	7,500	11,000	12,750	3,000	4,400	5,100

Shipment & storage allowance
increases by 500 pounds for each
dependent over one.

Shipment allowance
increases by 200
pounds for each de-
pendent over one.

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